

Sr. Recruiter/Assistant Talent Management Director
Tennessee Department of Health
Nashville, Tennessee

Who we are and what we do:

The mission of the Tennessee Department of Health is to protect, promote and improve the health and prosperity of people in Tennessee. Our vision is to be a recognized and trusted leader, partnering and engaging to accelerate Tennessee to one of the nation's ten healthiest states.

Each day we strive to meet our mission and vision by serving our customers through our core set of values including teamwork, integrity, mutual respect, excellence, compassion and servant leadership.

How you make a difference in this role:

The Sr. Recruiter/Talent Management Assistant Director at the Tennessee Department of Health will be instrumental in the recruitment of hard-to-fill positions which serve the public health needs of people across the state.

Key Responsibilities: Under immediate supervision, performs recruiting work and recruiting training of routine difficulty; and related work as required.

Salary: Min: \$4,901.00 Mid: \$5,318.00 Max: \$6,545.00

Minimum Qualifications Education and Experience: Graduation from an accredited college or university with a bachelor's degree and two (2) or more years of professional staffing/recruitment, marketing or results-driven sales experience. A valid motor vehicle operations license is required.

Work Activities:

1. Delivers all facets of recruiting through the organization; develops and executes recruiting plans; works with hiring managers on recruiting planning; sources and attracts candidates
2. Provides training to organizational staff on recruitment planning and practices
3. Educates agency representatives on appropriate face-to-face recruitment behavior and interactions
4. Determines applicant requirements by studying job description and qualifications
5. Determines applicant qualifications by reviewing résumés and job applications; interviews applicants; analyses responses; verifies references; compares qualifications to job requirements
6. Builds applicant sources by research and contacting community services, colleges, employment agencies, recruiters and internet sites; provides organizational information, opportunities and benefits; makes presentations and maintains rapport
7. Establishes recruiting requirements by studying organizational plans and objectives; meets with managers to discuss needs
8. Builds relationships and advertises positions through various mechanisms with universities, colleges and other partners in efforts to recruit employees, fellows, interns, and volunteers
9. Attends career, intern and other fairs and events to represent the Tennessee Department of Health as an employer of choice
10. Engages with groups to communicate Tennessee Department of Health employment opportunities and needed experience, education, knowledge, skills and abilities of current and future employees
11. Conducts other events relating to educational bodies, including but not limited to, student visits and open houses
12. Attracts applicants by planning job advertisements; contacts recruiters, uses news groups, social media outlets and job sites in conjunction with communications personnel
13. Reports progress on job vacancies on a regular basis; communicates and provides feedback on recruitment process
14. Improves organizational attractiveness by recommending new policies and practices
15. Tracks and reports key metrics designed to measure and recognize staffing trends
16. Travels to career fairs, community outreach programs and colleges and universities to build a network of qualified talent
17. Updates job knowledge by participating in educational opportunities; read professional publications; maintains personal networks; participates in professional organizations
18. Other duties as assigned by supervisor.

To apply, please submit a resume and a cover letter describing your interest in this position to ylanda.banister@tn.gov . The application deadline is November 9, 2018, applicants will be screened on an ongoing basis.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.